

## For Providers Who Send Electronic Claims to Medicaid -- **HIPAA's THREE-step Checklist:**

**1**

### **Complete the ACS EDI enrollment packet.**

All providers who send electronic claims must do this. If you haven't received a packet, you can download it from:

[http://www.acs-gcro.com/Medicaid\\_Accounts/Washington\\_State\\_Medicaid/Enrollment/enrollment.htm](http://www.acs-gcro.com/Medicaid_Accounts/Washington_State_Medicaid/Enrollment/enrollment.htm)

Or call **1-800-833-2051** and have an ACS EDI enrollment packet sent to you.

**2**

**Obtain an ACS EDI submitter number from ACS.** (Phone number above.) You need a submitter number **if** you plan to send claims directly to Medicaid rather than through a clearinghouse or billing agent. Receive testing instructions from ACS.

**3**

**Contact your clearinghouse or billing agent.** If you send claims through a clearinghouse, please check with the clearinghouse about testing **your** claims. Tell them you want to send test claims completely through the Medicaid system.